



The City of Port Moody is a growing community of 34,000 residents located 30 minutes east of downtown Vancouver at the head of the Burrard Inlet and just steps from seaside parks, mountain trails and lakes. To achieve our mission of providing services that enhance the quality of life for all of our residents, we are looking for motivated individuals to complement our team.

Title Policy Planner

Job ID 17-81

Job Class Regular Full-time

Employment Group CUPE 825 (Inside)

Posting Period October 31 - November 12, 2017

Position Overview Reporting to the Manager of Policy Planning, this position will assist with implementation of the City's Official Community Plan (OCP) and will prepare neighbourhood plans, design guidelines, and subject-specific policies.

Responsibilities Specific duties include: defining complex policy projects; collecting and analyzing quantitative and qualitative data; designing and facilitating community consultation; retaining and supervising consultants; and providing support to city advisory committees. The Policy Planner may also assist in the review of OCP amendment, rezoning, temporary use permit, development permit and development variance permit applications; liaise with applicants, professionals and the public; make presentations to community groups, city advisory committees and Council; and administer regulatory bylaws.

Requirements Please note that employment with the City of Port Moody is subject to the receipt of a satisfactory Police Information Check as well as a satisfactory Driver's Abstract.

Please apply online @ www.portmoody.ca/jobs by the posting close date.

- Basic Qualifications**
- Master's degree in Planning or a related discipline, plus at least 3 years of relevant professional experience, or an equivalent combination of training and experience
 - Membership, or eligibility for membership, in the Canadian Institute of Planners
 - Knowledge of best practices in growth management and land use regulations suitable for complex urban areas
 - Demonstrated skill in policy analysis and development
 - Experience in the development of housing policy, finance policy (e.g. DCCs, amenity contributions, density bonus), economic policy, or heritage planning would be an asset
 - Knowledge of the municipal development review process
 - Effective facilitation, negotiation and conflict resolution skills
 - Experience in designing community consultation events and activities
 - Ability to communicate clearly visually, verbally and in writing to different audiences
 - Ability to be creative and exercise sound judgement in a fast-paced work environment while managing multiple tasks
 - Project management experience, including developing and implementing work programs, timelines and budgets
 - Ability to establish and maintain effective working relationships with a variety of internal and external contacts on matters related to the work, and to employ contemporary service excellence principles

Compensation - Hourly \$42.58 - \$45.83

Compensation & Benefits Overview The City of Port Moody strives to be an employer of choice and offers an excellent benefits package as well as professional development opportunities.

